Minutes

Town of Lake Park, Florida Regular Commission Meeting September 20, 2006 7:30 p.m.

Town Commission Chambers, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, September 20, 2006 at 7:30 p.m. Present were Mayor Castro, Vice-Mayor Daly, Commissioners Balius, Carey, and Osterman, Interim Town Manager Cynthia Sementelli, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Vivian Mendez led the Invocation.

Vice-Mayor Daly led the Pledge of Allegiance.

Town Clerk Vivian Mendez performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

None.

Motion: A motion was made by Commissioner Balius to approve the agenda; Commissioner Osterman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	x		
Commissioner Carey	X		
Commissioner Osterman	x		
Vice-Mayor Daly	X		
Mayor Castro	x		

Motion passed 5-0.

PRESENTATION:

Lake Park Elementary Principal Introduction

Mayor Castro welcomed the Lake Park Elementary Principal, Dr. Linda Cartlidge.

Dr. Linda Cartlidge thanked Mayor Castro and stated that Lake Park Elementary had raised its grade from a C to a B this year, received a School Recognition Award and was awarded \$43,000.00 for the teachers and students. She gave a review of what she would like to see happen at Lake Park Elementary. She gave a review of the population and a breakdown of the different ethnic groups attending the school. She stated that Lake Park Elementary could not receive full provisional adequate yearly progress from the federal government because it was a B school. She stated that her plans were to concentrate on mathematics and reading. She stated

that they will be implementing tutoring programs in order to accomplish her goals for becoming an A school. She stated that mentoring programs have also been implemented. She stated that she has implemented a "My Shooting Stars Program" where she has a personal relationship with all students who are below grade level. She stated that she meets with them to discuss their career focus and to talk about what they can do to achieve that career. She stated that they sign a contract and if they reach one of their goals, she will then take them to Fun Depot on May 30th. She stated that Dr. Louis is at Lake Park Elementary and attributes the "5 Star School Award" to his contributions to the school. She stated that Lake Park Elementary has also been able to obtain grants for their tutoring programs.

Dr. Linda Cartlidge explained the "Starts with the Heart Lake Park" pins. She stated that all the employees of Lake Park Elementary wore them on the first day of school and the children were impressed. She stated that there will be a T-shirt contest for FCAT which will state "Starts with the Heart Lake Park, pump it up for FCAT" (see Exhibit "A").

Commissioner Osterman recommended that Dr. Cartlidge take advantage of the Town newsletter to place information regarding the mentoring programs and to request volunteers. She stated that she would like to see Lake Park Elementary highlighted in the Town Newsletter.

Mayor Castro expressed concern over the lack of parent involvement in PTA Meetings at Lake Park Elementary. He asked Dr. Cartlidge how she is reaching out to the community to obtain more parent involvement in the school.

Dr. Linda Cartlidge stated that Lake Park Elementary had a Family Community Fair the day before school opened. She stated that agencies that supported the school had booths there. She stated that the parents were able to walk through and get information from the many booths. She stated that approximately 200 parents came to the event. She stated that she was pleasantly surprised that at the first SACC meeting, approximately twenty (20) parents showed and one of the parents had expressed interest in gaining more parent involvement for the SACC program. She stated that they are holding a Literacy Enrichment night in October. She stated that parent conferences are required before giving out report cards.

Mayor Castro thanked Dr. Linda Cartlidge for her presentation and expressed the need for a continuing dialogue between the Town and Lake Park Elementary.

PUBLIC and OTHER COMMENT

Geri Drayton, 349 Australian Cr. — commented on a comment made by Commissioner Balius at the May 17, 2006 Commission Meeting. She stated that the May 17, 2006 Meeting minutes reflected that Commissioner Balius stated that he received a call regarding loud music and eleven (11) people coming in and out and of the concession building at the ball field. She stated that the Lake Park Sharks were not in the building at that time and that it was the people across the street. She stated that the Lake Park Sharks do not make the schedule and they have no control over it. She stated that Pop-Warner makes the schedule and sends it to them.

Mayor Castro stated that communication is lacking and is not being handled properly by the Town's staff.

Commissioner Osterman recommended that the Lake Park Sharks switch one of their scheduled play days with the soccer team.

Mayor Castro stated that scheduling issues for the Lake Park Sharks should be handled by staff. He stated that staff should be walking the ball field to ensure that it is safe and playable.

Commissioner Osterman made additional recommendations for scheduling the Lake Park Sharks' games.

Commissioner Balius stated that he did not state that he wanted people arrested in relation to the incident at the ball field at the May 17, 2006 Commission Meeting.

Bert Bostrum, 1451 Flagler Dr. - stated that the older boys on the soccer team work and it is difficult to continuously flip-flop schedules.

Mayor Castro explained the original schedule for use of the ball fields. He stated that staff should have communicated to Ms. Bostrum the schedules of the ball fields instead of sending a certified letter.

Public Comment Closed.

CONSENT AGENDA:

Commission Meeting Minutes of September 6, 2006.

Public Comment Open.

None

Public Comment Closed.

Motion: A motion was made by Commissioner Balius to approve the Commission Meeting Minutes of September 6, 2006; Vice-Mayor Daly made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	x		
Commissioner Carey	x		
Commissioner Osterman	x		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

PUBLIC HEARING(S)

ORDINANCE ON SECOND (2ND) READING

ORDINANCE NO. 08-2006 - Millage Rate.

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2006 AND ENDING SEPTEMBER 30, 2007; STATING THE ROLLED-BACK RATE FOR THE

TOWN OF LAKE PARK; STATING THE PERCENT BY WHICH THE TOWN MILLAGE RATE EXCEEDS, IF ANY, THE ROLLED-BACK MILLAGE RATE; AND LEVYING FOR AD VALOREM TAXES ON ALL TAXABLE REAL AND TANGIBLE PERSONAL PROPERTY IN THE TOWN OF LAKE PARK FOR FISCAL YEAR 2006/2007; PROVIDING FOR AN EFFECTIVE DATE.

Interim Town Manager Cynthia Sementelli explained that the millage rate was reduced from 8.2 to 8 and debt service was reduced from 1.6 to 1.3.

Public Comment Open.

None

Public Comment Closed.

Attorney Thomas Baird read Ordinance No. 08-2006 by caption only.

Motion: A motion was made by Commissioner Osterman to approve Ordinance No. 08-2006; Commissioner Balius made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	x		
Commissioner Carey	x		
Commissioner Osterman	x		
Vice-Mayor Daly	X		
Mayor Castro	x		

Motion passed 5-0.

ORDINANCE ON SECOND (2ND) READING ORDINANCE NO. 09-2006 - 2006-2007 Budget

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING THE TOWN BUDGET AND APPROPRIATING VARIOUS FUNDS FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2006 AND ENDING SEPTEMBER 30, 2007; PROVIDING FOR AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Attorney Thomas Baird read Ordinance 09-2006 by caption only.

Motion: A motion was made by Commissioner Carey to approve Ordinance 09-2006; Commissioner Balius made the second. Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	x		
Commissioner Carey	x		
Commissioner Osterman		x	
Vice-Mayor Daly	x		
Mayor Castro	x		

Motion passed 4-1.

ORDINANCE ON SECOND (2ND) READING ORDINANCE NO. 10-2006 – Budget Amendment

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN BUDGET FOR FISCAL YEAR 2005-2006 AS PREVIOUSLY ADOPTED BY ORDINANCE NO. 9-2005; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

Interim Town Manager Cynthia Sementelli explained the modifications to the budget to accommodate the Commission's approval of certain items such as the A/C repair, new sanitation trucks, new sergeants, and the new cleaning service.

Public Comment Open.

None

Public Comment Closed.

Attorney Thomas Bair read Ordinance No. 10-2006 by caption only.

Motion: A motion was made by Commissioner Balius to approve Ordinance 10-2006; Vice-Mayor Daly made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	x		
Commissioner Carey	X		
Commissioner Osterman	x		
Vice-Mayor Daly	X		
Mayor Castro	x		

Motion passed 5-0.

RESOLUTION NO. 53-09-06 – Palm Beach County Sheriff's Office Amendment A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING THE MAYOR TO EXECUTE THE SECOND AMENDMENT TO THE LAW ENFORCEMENT SERVICES AGREEMENT BETWEEN THE TOWN OF LAKE PARK, FLORIDA AND THE PALM BEACH COUNTY SHERIFF'S OFFICE; AND PROVIDING AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Interim Town Manager Cynthia Sementelli explained the Palm Beach County Sheriff's Office Amendment was extending the contract for one additional year and there was a 5% increase.

Motion: A motion was made by Commissioner Balius to approve Resolution No. 53-09-06; Vice-Mayor Daly made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	x		
Commissioner Carey	x		
Commissioner Osterman	x		
Vice-Mayor Daly	x		
Mayor Castro	X		

Motion passed 5-0.

RESOLUTION NO. 54-09-06 - Cleaning Service

A RESOLUTION BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A CONTRACT WITH CRYSTAL BUILDING MAINTENANCE TO PROVIDE COMMERCIAL JANITORIAL SERVICES FOR SELECT BUILDINGS LOCATED IN THE TOWN OF LAKE PARK, FLORIDA.

Public Comment Open.

None

Public Comment Closed.

Interim Town Manager Cynthia Sementelli explained the purpose of Resolution 54-09-06. She stated that there was \$15,000.00 left in the budget for cleaning service and explained that Crystal Cleaning Service will provide additional cleaning services.

Commissioner Balius asked who would be in charge of the cleaning service contract.

Interim Town Manager Cynthia Sementelli stated that Public Works was in charge of the cleaning service contract.

Motion: A motion was made by Vice-Mayor Daly to approve Resolution No. 54-09-06; Commissioner Osterman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	x		
Commissioner Carey	x		
Commissioner Osterman	X		
Vice-Mayor Daly	x		
Mayor Castro	x		

Motion passed 5-0.

RESOLUTION NO. 55-09-06 - Employee Benefits Package

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING THE TOWN MANAGER TO A EXECUTE CONTRACT WITH BLUE CROSS BLUE SHIELD OF FLORIDA FOR EMPLOYEE HEALTH INSURANCE COVERAGE AND A CONTRACT WITH THE CENTER FOR FAMILY SERVICES OF PALM BEACH COUNTY INC. FOR AN EMPLOYEE ASSISTANCE PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Kurt Gehring of the Gehring Group introduced himself and explained the changes made to the employee benefits package. He stated that the health insurance renewals were renewed manually. He stated that Blue Options was added to the health insurance plan. He stated that there was a 10% increase in the health insurance rate. He stated that there was flexibility in the new program and that there was a 56% usage rate of the Flexible Spending Account by employees of the town.

Motion: A motion was made by Commissioner Balius to approve Resolution No. 55-09-06; Commissioner Carey made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	x		
Commissioner			

Carey	X	
Commissioner Osterman	x	
Vice-Mayor Daly	x	
Mayor Castro	x	

Motion passed 5-0.

RESOLUTION NO. 56-09-06 – 2007 Property & Liability Insurance A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING THE TOWN MANAGER TO A EXECUTE THE CONTRACT WITH THE FLORIDA LEAGUE OF CITIES FOR PROPERTY, CASUALTY AND LIABILITY INSURANCE FOR THE TOWN OF LAKE PARK; AND PROVIDING AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Kurt Gehring of the Gehring Group explained that insurance rates for properties have increased 100-200%. He stated that liability for workers compensation have either increased or remained stable. He stated that there was an overall increase of 40% with the majority of increase being property insurance. He explained that the property value of the Town of Lake Park was approximately 90 million dollars and has full coverage.

Interim Town Manager Cynthia Sementelli stated that \$100,000.00 was additionally budgeted and \$75,000.00 was not utilized and will be going back into reserves.

Motion: A motion was made by Commissioner Balius to approve Resolution No. 56-09-06; Vice-Mayor Daly made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	x		
Commissioner Carey	x		
Commissioner Osterman	x		
Vice-Mayor Daly	x		
Mayor Castro	x		

Motion passed 5-0.

Discussions and Possible Action

Board applicants for regular membership on the Planning and Zoning board.

Diane Munroe, Hawthorne Dr. - introduced herself to the Commission and stated that she enjoyed being with the Town and working on the Planning & Zoning Board.

Tim Stevens, 133 Foresteria Dr. - introduced himself to the Commission and reviewed and explained his qualifications.

Mayor Castro thanked Diane Munroe and Tim Stevens for their service on the Planning and Zoning Board.

The Commission appointed the following person as a regular member to the Planning & Zoning Board: Diane Munroe – Regular member.

Tim Stevens will remain 1st alternate.

Diane Munroe thanked the Commission for appointing her as a regular member to the Planning & Zoning Board.

Trailer Cost at ball field for recreation staff

Interim Town Manager Cynthia Sementelli stated that the cost of a trailer at the ball field would be between \$14,000.00 to \$19,000.00 for the first year and \$9,000.00 to \$13,000.00 for each year thereafter. She stated that fencing for the field would cost \$22,000.00.

Mayor Castro stated that his main concern was not fencing the ball field but security of the ball field and proper scheduling.

Vice-Mayor Daly stated that there have been continual problems with the ball fields since the Lake Park Sharks have entered the town. He recommended reconstruction of the recreation department. He stated that he would like to see the responsibility of scheduling for the ball fields handed over to the Public Works Department. He stated that there had been no progression in resolving the issues with the ball fields since last year. He expressed concern over two (2) employees working full-time in the Recreation Department. He recommended more employees in the Recreation Department working over a longer period of time for events and programs.

Mayor Castro recommended that reconstruction of the Recreation Department be a top priority that is discussed with the future Town Manager.

Vice-Mayor Daly stated that he is agreeable with whatever the Commission wants to do. He recommended beginning the process of the reconstruction of the Recreation Department.

Mayor Castro stated that he did not want the Commission to get involved with the management of the Recreation Department. He stated that the Commission was responsible for setting the standard in policy only.

Commissioner Osterman expressed discomfort in waiting and delaying the reconstruction of the Recreation Department. She stated that there must be four (4)

Commissioners to hire the Town Manager. She stated that there are two (2) full time employees in the Recreation Department who have worked a total of 120 hours in the last two (2) weeks and in that time the ball fields were not walked, and the Lake Park Sharks were not notified. She stated that in 120 hours she would be able to have all festivals planned between September and December of 2006. She stated that the aftercare program was cut due to safety and liability issues. She stated that the Recreation Department employees are being paid too much for not doing much of anything. She recommended a reduction in the staff and budget for the Recreation Department. She recommended that the Commission direct the Town Manager to reconstruct the Recreation Department.

Mayor Castro stated that the Commission cannot manage the Town. He stated that they can ask the Town Manager to come back with recommendations.

Interim Town Manager Cynthia Sementelli explained the Town's purchasing policy and stated that all purchases over \$500.00 requires three (3) quotes and anything over \$1000.00 requires four (4) quotes. She named all of the upcoming festivals between September and December 2006 and stated that the planning and scheduling of those festivals is time consuming.

Mayor Castro stated that he agreed with Vice-Mayor Daly's comments. He stated that Vice-Mayor Daly did not suggest eliminating positions from the Recreation Department.

Vice-Mayor Daly asked Interim Town Manager Cynthia Sementelli if she had any objection to giving the responsibility of the ball field schedule to Public Works.

Interim Town Manager Cynthia Sementelli stated that she was not comfortable with handing over the responsibility of the ball field schedule to Public Works at that time. She stated that she needs direction from the Commission of where they want Recreation Department to go and to provide the resources to accomplish that task.

Commissioner Balius stated that the police station had been utilized at night by children recently on three (3) separate occasions.

Interim Town Manager Cynthia Sementelli stated that she did not have clarification of why there were children at the Recreation Station recently on three (3) separate occasions. She stated that the Aftercare Program was important and a place is needed to organize and implement programs.

Vice-Mayor Daly stated that the police station needed room and children do not have room at the Recreation Station to play. He stated that the children should have an open field to run.

Interim Town Manager Cynthia Sementelli stated that it was discussed that an option for the children at the Aftercare Program could be to spend part of the time in the building and part time at the ball field to play sports such as soccer, volleyball, baseball, and football.

Vice-Mayor Daly stated that there has been no advancement in implementing a new

Recreation Department program.

Interim Town Manager Cynthia Sementelli stated that the Commission has stated that they want more programs, and that cannot be done without a facility.

Commissioner Osterman stated to Interim Town Manager Cynthia Sementelli that she has the budget and told her to make it happen.

Commissioner Balius stated that the lack of Recreation Department facilities was discussed in 2001. He stated that the Town has never had the facilities for a Recreation Department. He stated that the most cost effective plan is to place a trailer at the ball field for \$15,000.00.

Interim Town Manager Cynthia Sementelli stated that the concession stand at the ball field cannot currently house people. She stated that they received an estimate of \$8,900.00 to reinforce the termite infested flooring.

Mayor Castro asked how the concession stand became termite infested and stated that it was a matter of neglect.

Commissioner Osterman stated that it was a problem having a split between the Recreation Department and the Public Works Department. She asked who would be responsible for the upkeep of the ball field.

Vice-Mayor Daly stated that he supported Commissioner Balius' recommendation of having a trailer for the children at the ball field.

Interim Town Manager Cynthia Sementelli stated that staff was looking into grants to build a new recreational facility.

Commissioner Osterman stated that sewage does not need to be connected to the trailer. She stated that the trailer would only need water and electric. She recommended a wireless system for the computers.

Interim Town Manager Cynthia Sementelli stated that there would be freestanding computers and play stations in the trailer.

Mayor Castro asked Interim Town Manager Cynthia Sementelli to bring back a site plan and specs for the trailer and a proposal for the reorganization of the Recreation Department.

Commissioner Osterman asked Interim Town Manager Cynthia Sementelli to show the value of the money spent for the Recreation Department.

Mayor Castro stated that the value of the Recreation Department is in the events, programs, and festivals.

Interim Town Manager Cynthia Sementelli stated that the Recreation Department had some great ideas for functions and programs but a lack of available facilities.

The Commission made suggestions and options for facilities to be utilized for programs.

THE TOWN COMMISSION RECESSED THE REGULAR COMMISSION MEETING FOR FIVE (5) MINUTES; THE COMMISSION RECONVENED THE REGULAR COMMISSION MEETING AT 8:57 P.M.

Finalist for Town manager position

Personnel Director Bambi McKibbon-Turner stated that she had brought back a total of eighteen (18) applicants for consideration by the Commission. She stated that she had selected the following four (4) applicants as her recommendation for new Town Manager: William Sheridan of Bloomfield, NJ; Hector Rivera, Sr. of Palm City, FL; Robin Bennett of Barry, Vermont; and Mark Roath of Wiley, Texas. She stated that James Woods was on the original list but she did not hear back from his references, so there was no grid provided for him. She stated that all of the applicants provided all of their educational credentials, copies of unofficial transcripts, and certificates. She stated that she was verifying the paperwork with each individual school. She explained that she and Town Clerk Vivian Mendez would copy down the top five (5) applicants that are chosen by each Commissioner.

Commissioner Balius selected the following five (5) applicants: Al Greishaber, Scott Randall, Donald O'Neal, Mitchell Bobowski, and Robert Frank.

Commissioner Osterman selected the following five (5) applicants: Maria Davis, Mark Kutney, Micheal Nagy, Henry Angelo, and Mitchell Bobowski.

Commissioner Carey selected for the following five (5) applicants: George Cooper, Seth Wallace, Al Greishaber, Hector Rivera, Sr., and Mitchell Bobowski

Vice-Mayor Daly selected for the following five (5) applicants: Kim Castro, Mitchell Bobowski, Henry Angelo, George Cooper, and Colin Donnelly.

Commissioner Osterman stated that she really wanted to see Maria Davis and Mark Kutney. She expressed concern over the reviewer's responses and she questioned their agenda. She stated that Maria Davis' claims of accomplishments are what the Town was looking for and really needs.

Vice-Mayor Daly stated that the new town manager applicant review was a harder process than he originally thought. He stated that he felt strongly that Kim Castro was a good candidate because of her stability and roots in the Town.

Commissioner Balius stated that he made separate piles of applications in which he immediately eliminated certain applicants due to their job histories.

The Commission agreed to put the applicants through intelligence testing and matrix on management styles.

Town Vivian Mendez stated that there were four (4) applicants that were chosen twice by the Commission.

Commissioner Balius stated that he thought that the matrix Personnel Director Bambi McKibbon-Turner provided was great. He stated that he would hold references from applicants with a grain of salt because a reference could say anything to make an applicant look good.

Personnel Director Bambi McKibbon-Turner stated that she had asked all of the applicants if they were willing to reside in the Town of Lake Park and the majority said they would.

Identify town manager interview and reception dates

Commissioner Carey recommended the interviews be held on a Wednesday.

Commissioner Osterman agreed that Wednesday would be a good day to interview applicants for the town manager position.

Vice-Mayor Daly stated that the interviews cannot be scheduled until results from the testing are received.

Commissioner Osterman stated that the applicants for the town manager position should be knowledgeable of the Town and prepared to address the needs and current issues of the Town.

Personnel Director Bambi McKibbon-Turner reviewed and explained the handouts given to the Commission on the interview process. (see Exhibit "B".)

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Mayor Castro

Mayor Castro provided his comments before excusing himself at 8:50 p.m. from the Commission Meeting due to a conflict of interest. His comments were as follows:

Mayor Castro thanked Interim Town Manager Cynthia Sementelli for her work.

Mayor Castro stated that he was glad to see that trash had been picked up on time.

Mayor Castro stated that street lighting in the Town needed to be maintained and FPL notified of the lighting that still needed to be replaced.

Commissioner Carev

Commissioner Carey asked about the status of One Park Place.

Commissioner Osterman

Commissioner Osterman stated that she received an e-mail from the Lake Park Community Watch asking for the status of the concrete poles that mark the streets of the Town.

Commissioner Osterman stated that she received a complaint about lights left on at the building in the ball fields, trash littering the field, and parking across the sidewalks.

Commissioner Osterman recommended the 2nd Wednesday of October to schedule a workshop to discuss the Comprehensive Plan.

Commissioner Balius

Commissioner Balius stated that Boca Raton adopted a quiet zone. He stated that two (2) trains come through Lake Park at 5 am in the morning. He asked that Interim Town Manager Cynthia Sementelli look into adopting the quiet zone for Lake Park.

Commissioner Balius stated he received two (2) complaints regarding commercial vehicles. He stated a large white truck was parked on Bayberry Dr. in the evening.

Commissioner Balius stated that there was a commercial dumpster sitting in the swale at 921 Evergreen Dr. He stated that dumpsters must be screened and the dumpster at the ball field was not screened. He stated that the Town cannot inform residents to screen their dumpsters if the Town is not doing the same.

Commissioner Balius asked for the status of the remodeling of the police station.

Commissioner Balius stated that the gates at Venetian Isles have been broken for approximately two (2) years.

Commissioner Balius asked for the status of the remodeling of the police station.

Commissioner Balius recommended placing a requirement in the new town manager's contract of remaining employed with the Town two (2) years before they can receive a severance package.

Commissioner Balius asked if a meeting could be scheduled to review the Comprehensive Plan before November.

Vice-Mayor Daly

Vice-Mayor Daly stated there were five (5) trees at the lower south parking lot of the Lake Park Harbor Marina that did not survive. He asked Joseph Kroll, Public Works Director to look at them.

Interim Town Manager Cynthia Sementelli

Interim Town Manager Cynthia Sementelli stated that the owner of One Park Place agreed to a timeline and she will provide a copy of the timeline to the Commission.

Interim Town Manager Cynthia Sementelli stated that the Town manager would only receive a severance package if the Commission ended their employment, not if they resign.

Interim Town Manager Cynthia Sementelli stated that she would come back to the next Commission Meeting of October 4, 2006 with some dates to be considered for a discussion of the Comprehensive Plan.

Town Attorney Thomas Baird

Attorney Thomas Baird stated that most managers resign because they do not have support from the Commission. He stated that the Commission can propose what they want and it is either accepted or rejected.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Balius and seconded by Commissioner Carey, and by unanimous vote, the meeting adjourned at 9:35 p.m.

Mayor Paul Castro

Deputy Clerk Jessica Shepherd

Town Clerk Waten Mendez

SEAL

FLORIDA

Approved on this 4 of October, 2006.

TOWN OF LAKE PARK PUBLIC COMMENT CARD

MEETING DATE. O

Cards must be submitted before the item is discussed!!

***Three (3) limit limitation on all comments

Name:

I would like to make comments on the following Agenda Item:

I would like to make comments on the following Non-Agenda Item(s):

card has been completed, give it to the Town Clerk. The Mayor will call your name Intractions: Please complete this card, including your name and address; once the when it is time for you to speak. Comments are limited to three (3) minutes per individual.

TOWN OF LAKE PARK PUBLIC COMMENT CARD

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eard has been completed, give it to the Town Clerk. The Mayor will call your name Intructions: Please complete this card, including your name and address; once the when it is time for you to speak. Comments are limited to three (3) minutes per melividual



It starts with the heart at Lake Park

Donald State of the State of th

Dr. Linda Cartlidge, Principal Dr. Antony Lewis, Assistant Principal 410 3rd Street 561-494-1300

Lake Park Elementary School is located in Northern Palm Beach County in the town of Lake Park, Florida. The school serves approximately 400 students in grades K-5. According to the Gold Report, the school's population is 86% black which compromises a mix of Haitian, Jamaican and African American students, 3% white, 4% Hispanic, 1% Asian, and 5% multiracial. 92% of our students qualify for free or reduced priced lunch. Most of our students live within the Lake Park town limits.

Lake Park Elementary received a Florida Recognition Award this year for improving the school grade from a C to a B. The school will receive over \$43,000 in A+ money for this achievement. According to the federal No Child Left Behind requirement, we made 90% of the criteria for Adequate Yearly Progress (AYP) and received Provisional AYP. Our English Language Learners (ELL) did not make the yearly proficiency target for reading, but all other subgroups did. Our ELL and Students With Disabilities (SWD) made AYP in math, but all other subgroups did not.

We are implementing the following programs to address those needs identified:

- In school, After School, Saturday (6 weeks prior to FCAT) and Supplemental Educational Services (SES) tutoring
- Mentoring program for all grade 3-5 students below grade level
- Shooting Stars program with the principal for 3rd grade retainees, and all students below grade level in 4th and 5th grade

Lake Park Elementary is a Five Star School Award for exemplary community involvement. We have formed community partnerships with Costco, Publix, Winn Dixie, Washington Mutual, Kiwanis Club, Ladies Auxiliary, IHOP, LA Fitness, Hoffman's and Coca-Cola to name a few. We have also been the recipient of many grants. The Pew Foundation is our largest grantor. We are always seeking other ways for Lake Park to partner with the community.

Kecord Copy Exhibit B"

SUGGESTED QUESTIONS FOR THE ONE-ON-ONE TOWN MANAGER CANDIDATE INTERVIEWS:

- 1. Why are you interested in becoming the Town Manager of the Town of Lake Park?
- 2. What job related attributes do you believe you possess that will contribute to your success as Town Manager of the Town of Lake Park if you were selected for the position?
- 3. What job related weakness do you believe you possess?
- 4. What are your career objectives?
- 5. If you were to conduct a situational analysis of the Town of Lake Park, what would you identify as its strengths, weaknesses, opportunities and threats? How would you optimize its internal strengths; what changes would you make to address its weaknesses; how would you capitalize upon its external opportunities; what steps would you take to minimize its external threats (or meet external challenges)?

- 6. What would your priorities be during the first six months of your employment if you were chosen for the position of Town Manager of the Town of Lake Park?
- 7. What do you believe is the role of the Town Manager?
- 8. What has been your overall professional experience as City or Town Manager?
- 9. What have been your specific accomplishments as City or Town Manager?
- 10. Describe your most significant job related accomplishment?
- 11. What has been your most significant job related failure or mistake of your career? What did you learn from this experience?
- 12. As City or Town Manager, how do you view your relationship with the Council or Commission?
- 13. How will you go about building a strong relationship with the Commission? How will you maintain it?
- 14. What information do you think the Council needs to have concerning day-to-day operations and ongoing projects?
- 15. How will you keep the Commission informed?

- 16. What kind of direction do you expect to have from the Commission? What will you do if you do not feel the Commission has made it clear how they want the staff to proceed on a particular issue?
- 17. What do you do when your views of how to handle a situation differ from those of the Council or Commission?
- 18. What will you do if a Commission member contacts a department head directly and tells him or her to do something?
- 19. How many employees reported directly to you in your last position? How did you keep them informed of the community's priorities and the Council's direction?
- 20. To what extent do you believe contact with citizens and citizen group are important? How do you typically handle this responsibility? How will you build relationships with the community?
- 21. What steps will you take to support and be sensitive to the needs of the culturally diverse population of the Town of Lake Park?
- 22. What kind of working relationship do you want to have with department heads and the rest of the staff and how will you establish this working relationship?
- 23. How will you approach the short term, mid Term and long range planning process? What system do you use to set goals and objectives? How do you monitor progress against such goals and objectives?
- 24. What is your commitment to continued professional development and education and how do you ensure that your staff continues to develop professionally?
- 25. Are you willing to take calculated risks when necessary?
- 26. What kinds of decisions did you make in your last job?
- 27. What kinds of decisions are difficult for you to make?
- 28. If you are in transition, what is your reason for seeking to leave your last job?
- 29. What experience do you have with rapid growth and development? What should the Town of Lake Park be concerned about in a rapid growth situation?
- 30. What experience do you have in the area of redevelopment?
- 31. How would you attract new businesses into the Town of Lake Park?

- 32. How would you identify and address the needs of the current business community in the Town of Lake Park?
- Describe your experience in dealing with federal agencies.
- 34. Describe your experience in dealing with state agencies.
- 35. Describe your experience in dealing with county agencies.
- 36. Describe your experience in writing proposals and obtaining grants. From what agencies did you seek grants and what was your success ratio?
- 37. Are their other, nongovernmental, sources of funds from which you would seek grants?
- Have you ever been involved in initiatives to contract out municipal services? If so, please describe in more detail.
- 39. Who do you view as the customers of the Town of Lake Park? What will you do to promote positive customer service?
- 40. How do you respond when a resident comes to meet with you concerning some issues that he or she may have? Did you maintain an open-door policy?
- 41. Are you a member of ICMA? Do you subscribe to the ICMA Code of Ethics?
- 42. If you were selected as Town Manager of the Town of Lake Park, how long would you be willing to remain in this position?
- 43. If you were selected as Town Manager of the Town of Lake Park, what compensation package would you expect?
- 44. If you were selected as Town Manager of the Town of Lake Park, what would be your availability to start?

Illegal Questions



h is illegal to ask the following questions on an application form or in an employment interview.

Race, creed, national origin

What is your race? What organizations do you belong to?

What country does your family come from? Where are you a citizen?

What is your previous foreign address?

What is your birthplace?

What is the name of a relative to be notified in case of emergency?

What is your native language?

Legal alternatives: Are you legally able to work in the United States? Who would you like to be notified in the event of an emergency? What languages do you speak or write fluently (assuming foreign language skills are an essential job function)?

Sex, marital status

Are you male or female?

What is your maiden name?

Have you changed your name?

What is your sexual orientation?

Are you married?

Are you pregnant?

How many children do you have?

Do you have child care?

Do you plan on having any more children?

Legal alternative: Do you have relevant work experience while using another name?

Age

What is your age?

When were you born?

Information about age can be required, however, to ascertain whether the applicant meets minimal age requirement for the job

Disability

Do you have any disabilities? Have you had certain diseases?

Legal alternative: Is there any reason you would not be able to perform the responsibilities and tasks of this position?

Height and weight

What is your height?

What is your weight?

Legal alternative: Can you perform the essential job functions?

Religion

What is your religion?

What religious holidays do you celebrate?

In what groups are you a member?

Legal alternative: Can you meet the work

schedule for this job?

Military service

Have you been dishonorably discharged from the military?

Legal alternative: What was your occupation while in military service? Did you receive training related to this job?

Criminal record

Have you been arrested?

Have you been convicted of any crime?

Legal alternative: Have you been convicted of a crime related to the duties and responsibilities of this position?

Source: Paul Balbresky, "An Employment-Related Lawsuit May Put Your Local Covernment at Risk," Public Management 73 (November 1993) 13–15. See also James A. Butord, Jr., Personnel Management and Human Resources in Local Government (Auburn, Ala. Auburn University Press, 1991). 170–171



THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. CURRENTLY THE BOARD HAS <u>ONE</u> OPENING FOR REGULAR MEMBERSHIP.

THE FOLLOWING APPLICANTS REQUEST APPOINTMENT TO THE PLANNING & ZONING BOARD AS REGULAR MEMBERSHIP:

Applicant (s):	Yes	No
Diane Munroe		
Tim Stevens	· 	*

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MAYOR/CON	MISSIONER

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MAYOR/COMMISSIONER

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Diane Munroe		(
Tim Stevens		82 <u></u>



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, September 20, 2006, 7:30 P.M.
Lake Park Town Hall

535 Park Avenue

Paul Castro	1(Mayor
Edward Daly		Vice-Mayor
G. Chuck Balius	_	Commissioner
Jeff Carey	-	Commissioner
Patricia Osterman		Commissioner
Cindy Sementelli	_	Interim Town Manager
Thomas J. Baird, Esq.		Town Attorney
Vivian Mendez		Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE
- D. ROLL CALL
- E. ADDITIONS/DELETIONS APPROVAL OF AGENDA
- F. Presentation:

Introduction of Lake Park Elementary Principal to Commission.

G. PUBLIC and OTHER COMMENT

This time is provided for audience members to address items that <u>do not</u> appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember, comments are limited to a <u>TOTAL</u> of three minutes.

H. <u>CONSENT AGENDA</u>: All matters listed under this item are considered routine and action will be taken by <u>one</u> motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and <u>considered in its normal sequence on the Agenda</u>. Any <u>person wishing to speak</u> on an Agenda item is asked to complete a public comment card located in the rear of the Chambers and give it to the Town Clerk. <u>Cards must be submitted before the item is discussed</u>.

For Approval:

1. Regular Commission Meeting Minutes of September 6, 2006.

Tab 1

I. PUBLIC HEARING(S)

ORDINANCE(S) ON SECOND READING:

2. ORDINANCE NO. 08-2006 - Millage Rate.

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2006 AND ENDING SEPTEMBER 30, 2007; STATING THE ROLLED-BACK RATE FOR THE TOWN OF LAKE PARK; STATING THE PERCENT BY WHICH THE TOWN MILLAGE RATE EXCEEDS, IF ANY, THE ROLLED-BACK MILLAGE RATE; AND LEVYING FOR AD VALOREM TAXES ON ALL TAXABLE REAL AND TANGIBLE PERSONAL PROPERTY IN THE TOWN OF LAKE PARK FOR FISCAL YEAR 2006/2007; PROVIDING FOR AN EFFECTIVE DATE.

3. ORDINANCE NO. 09-2006 - 2006-2007 Budget.

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING THE TOWN BUDGET AND APPROPRIATING VARIOUS FUNDS FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2006 AND ENDING SEPTEMBER 30, 2007; PROVIDING FOR AN EFFECTIVE DATE.

4. ORDINANCE NO. 10-2006 - Budget Amendment.

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN BUDGET FOR FISCAL YEAR 2005-2006 AS PREVIOUSLY ADOPTED BY ORDINANCE NO. 9-2005; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

J. RESOLUTION(S)

5. RESOLUTION NO. 53-09-06 Palm Beach County Sheriff's Office Amendment. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING THE MAYOR TO EXECUTE THE SECOND AMENDMENT TO THE LAW ENFORCEMENT SERVICES AGREEMENT BETWEEN THE TOWN OF LAKE PARK, FLORIDA AND THE PALM BEACH COUNTY SHERIFF'S OFFICE; AND PROVIDING AN EFFECTIVE DATE. Tab 5

6. RESOLUTION NO. 54-09-06 Janitorial Services.

A RESOLUTION BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A CONTRACT WITH CRYSTAL BUILDING MAINTENANCE TO PROVIDE COMMERCIAL JANITORIAL SERVICES FOR SELECT BUILDINGS LOCATED IN THE TOWN OF LAKE PARK, FLORIDA.

Tab 6

7. RESOLUTION NO. 55-09-06 2007 Employee Benefits Package.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING THE TOWN MANAGER TO A EXECUTE CONTRACT WITH BLUE CROSS BLUE SHIELD OF FLORIDA FOR EMPLOYEE HEALTH INSURANCE COVERAGE AND A CONTRACT WITH THE CENTER FOR FAMILY SERVICES OF PALM BEACH COUNTY INC. FOR AN EMPLOYEE ASSISTANCE PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

8. RESOLUTION NO. 56-09-06 2007 Property and Liability Insurance Coverage. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING THE TOWN MANAGER TO A EXECUTE THE CONTRACT WITH THE FLORIDA LEAGUE OF CITIES FOR PROPERTY, CASUALTY AND LIABILITY INSURANCE FOR THE TOWN OF LAKE PARK; AND PROVIDING AN EFFECTIVE DATE.

K. DISCUSSION AND POSSIBLE ACTION:

Trailer Cost at Ball field for Recreation Staff.	Tab 9
Board applicants for Planning & Zoning Board.	Tab 10
11. Finalists for the Town Manager Position.	Tab 11
12. Identify Town Manager Interview and Reception dates.	Tab 12

L. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:

M. ADJOURNMENT: